

# WEEK IN REVIEW

A publication of the City Manager's Office

## Council Meeting

July 28 - [City Council Meeting Agendas](#)

## Looking Ahead

*Most boards, including Council are holding meetings virtually.*

Monday, July 27: Parks and Recreation Board meeting

Tuesday, August 4: Planning Commission Work Session

Thursday, August 6: Board of Architectural Review, Old Town Advancement Commission meetings

[Public Meeting Calendar](#)

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Teen Miss East Coast USA 2020, Olivia Escalante, completed a Think Global, Act Local community service project at Christianson Familyland in Jim Barnett Park this week. She replanted the landscaping at the Familyland entrance and installed a Blessings Box (filled with books, chalk, crayons, learning activities, socks, and brochures about the environment) near the playground.

## City Manager's Highlights

CARES Act grant applications for businesses and non-profits that have been negatively impacted but the COVID-19 pandemic are due July 31.

Council will continue discussions on the potential Jubal Early Drive renaming at the July 28 Work Session.

The new Old Town Summer Vibe Series, featuring musicians and street performers, continues to grow on weekends. The open air, socially-distant entertainment is free.

# Public Safety

## Winchester Police

- Held Crisis Negotiation Team and bias trainings.
- Reviewed and updated massage parlor background forms to streamline permits process.
- One investigator attended polygraph school.
- Completed asset forfeiture updates with patrol.
- Prepared to co-host the second community forum on strengthening the relationship between the community and law enforcement.
- Crime stats:
  - Crimes against persons (felony) - 1
  - Crimes against persons (misdemeanor) - 12
  - Burglaries (residential) - 1
  - Burglaries (commercial) - 0
  - Property crimes/other - 15

Police Activity	#
Calls for Service	608
Directed Patrols	28
Directed Patrols (OTW)	3
Extra Patrols	44
Extra Patrols (OTW)	1
Alarms/False Alarms	17/16
Crash Reports	6
Traffic Citations	20
Traffic Warnings	41
DUI/DWI	3
FOIAs Answered	7
Special Events Permits Received/Approved	1/0 48 YTD

## Winchester Fire and Rescue

- Scheduled firefighter interviews for 7 open positions.
- Researched distance learning technology to assist with Fire/EMS classes and department meetings.
- Continued researching Fire Department needs including generator repair/maintenance, uniforms, and other contracts.
- Continued research, awareness, training, and education regarding COVID-19.
- Responded to City Council request for explanation of Fire and Rescue statistics.
- Revisited expiring air pack issue and established work group to address it.
- Met with Shenandoah University to discuss current construction project, fire lanes, and change of use for new dormitories.
- Met with City Attorney and Code Enforcement to discuss code violations and the next step in our enforcement process.

Fire Activity	#
Fire	4
Overpressure	0
EMS/Rescue	98
Hazardous Cond.	4
Service Call	9
Mutual Aid Given	9
Good Intent	3
False Alarms	3
Special Incident	0
Plan Review	1
Reinspections	1
Inspections	1

## Emergency Management

- Worked with City departments to identify qualified projects for CARES Act procurement.
- Worked with Motorola to identify power needs for a scheduled power outage to be conducted at the Timbrook Building.
- Procured equipment, supplies, and storage for mass sheltering plan.
- Worked with Virginia Department of Emergency Management on the local emergency management grant program.
- Developed portable training program for Social Services.

## Development Services

### Zoning and Inspections

- Completed:
  - 28 building permit inspections and 16 building permits (\$292,966 valuation).
  - 51 code enforcement inspections and initiated 19 new cases
  - 0 new business reviews (0 Zoning User Permits general business, 0 Zoning User Permits home business)
  - 0 PDSP permits
- Removed 0 signs from the public right-of-way (YTD=89).
- Significant projects this week:
  - 536 Jefferson Street - alterations to sprinkler system (\$100,000)

Date	Address	Description	Value
07/16/2020	2635 MIDDLE RD	REPLACE WATER HEATER	\$716
07/16/2020	704 LAKE DR	REPLACE A/C & FURNACE	\$10,700
07/17/2020	116 S WASHINGTON ST	DUCTWORK/AIR HANDLER, HUMIDIFI	\$15,000
07/17/2020	323 FAIRMONT AVE	INSTALL STRUCTURAL STEEL BEAM	\$5,000
07/17/2020	1840 AMHERST ST	INSTALL FREESTANDING SIGNS	\$26,000
07/17/2020	709 LAKE DR	IN-GROUND SWIMMING POOL	\$40,000
07/19/2020	301 303 E CORK ST	ASBESTOS ABATEMENT	\$25,000
07/20/2020	335 N PLEASANT VALLEY RD	REPAIR FIRE DAMAGE	\$4,500
07/20/2020	1805 S LOUDOUN ST	BUILD REAR COVERED PORCH	\$3,500
07/20/2020	811 BERRYVILLE AVE	REPLACE FIXTURES	\$5,000
07/20/2020	811 BERRYVILLE AVE	DECK	\$1,500
07/20/2020	186 N LOUDOUN ST	BUILD STEEL STAIRWAY	\$34,000

Date	Address	Description	Value
07/20/2020	811 BERRYVILLE AVE	REPLACE A/C	\$2,500
07/21/2020	2332 MIDDLE RD	RE-ROOF	\$12,350
07/21/2020	536 JEFFERSON ST	ALT TO SPRINKLER SYSTEM	\$100,000
07/22/2020	63 RIFLEMEN LN	REPLACE FURNACE	\$7,200
07/16/2020	2635 MIDDLE RD	REPLACE WATER HEATER	\$716
<b>Total</b>			<b>\$292,966</b>

## Planning

- Staffed the Planning Commission's (PC) July 21 regular meeting. The following agenda items were reviewed:
  - Conditional Use Permit (CUP) for a change to the elevations of the proposed O'Reilly Auto Parts store at 603 Cedar Creek Grade- forwarded to Council recommending approval
  - Planned Unit Development rezoning for a 36-unit multifamily development on a 2-acre site along the north side of W. Jubal Early Drive addressed as 1811 Roberts Street- tabled until next PC meeting
  - CUP for the Cameron Square development along N. Cameron Street to allow more than 85 units on a single lot and/or within a single building- tabled at applicant's request
  - Right of Way vacation and conveyance request to allow the Cameron Square developer to assemble the adjacent portion of E. Fairfax Lane into the development site- forwarded to Council finding no inconsistency with the Comprehensive Plan
- Prepared a work session agenda item pertaining to the MPO Bike Share study and updated the staff report on the possible renaming of Jubal Early Drive both to be presented at the July 28 Council Work Session.
- Remotely attended a virtual neighbor meeting hosted by the applicant for a proposed PUD project on a vacant tract at the end of Lanny Drive for Westminster-Canterbury which will be on the City Planning Commission's August work session and regular meeting agendas.
- Continued to conduct online plan review and approval of development projects.

## Economic and Workforce Development

- Assembled two enterprise zone incentive packets for property owners in the city.
- Worked with HUD representative on eligible uses for the Community Development Block Grant Coronavirus allocation for the City of Winchester.
- Received and processed for filing the CARES Act Emergency Grants from non-profits and businesses.
- Held monthly Economic Development Authority meeting; items acted upon include approval of Valley Health bond refinancing and Continental's extension.
- Attended the monthly Virginia Economic Development Partnership virtual meeting with Regional Economic Development Organizations.

## Arts and Vitality & Old Town

- Met virtually with the business manager for the City of Bowie, Maryland to discuss the Main Street program and how to implement the Main Street approach in their downtown to make it a more vibrant and attractive place for their residents.
- Conducted business retention/expansion walk within the primary and secondary district.
- Applications accepted for Business Spotlight videos, producing video features for 5 Old Town businesses.
- Continued working with Full Circle Marketing on the Summer Vibe series and future Old Town events.

## Winchester/Frederick County Tourism

- Launched the first of the new monthly video featurettes which will focus on different local businesses/stories on an ongoing basis. The first location was West Oaks Farm Market, and Winchester-based Two River Productions was hired for the filming and production. Next month will feature a local restaurant. [Watch](#)
- Participated as a panel presenter at the Chamber of Commerce's Marketing Mindshare meeting and discussed marketing in the COVID-19 era. The video of the panel discussion is available online. [Watch](#)
- Was awarded a \$10,000 marketing grant from Virginia Tourism as part of their WonderLOVE grant program. [More Info](#)
- Took part in the weekly Northern Shenandoah Valley COVID Economic Response Team meeting. Discussion was focused on the [Open and Safe Program](#) and challenges to be faced in the fall, especially surrounding school and daycare options.

## Public Services

- Work started on the construction of the next phase of the [Green Circle Trail](#) along Jubal Early between just west of Harvest Drive to east of Valley Avenue. [More Info](#)
- The Virginia Resources Authority successfully sold the \$35.7 million of utility revenue bonds that will be used to fund the City's ongoing utility infrastructure projects. The 30-year bonds have an amazingly low all-in true interest cost of 2.11%. Closing on the financing is scheduled for August 5.
- Winchester Transit prepared to resume operating during their normal hours beginning Monday, July 27.
- Attended the regular meeting of the Winchester Parking Authority. First meeting held since February.
- Submitted application to the Board of Zoning Appeals for a variance to construct the 12-foot high wall on the east side of the City Yards property adjacent to where the school buses park and replace the fence along Pall Mall Street.

## Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	8,292
Water service lines replaced (number)	0	372
Water meters replaced (number)	21	5,114
Sanitary sewer mains replaced/lined (linear feet)	0	6,615
Sanitary sewer laterals replaced (number)	0	111
Sanitary manholes replaced (number)	0	42
Sidewalks replaced (linear feet)	0	39,697
Sidewalks repaired (linear feet)	1,843	178,719

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	.80	Lane miles
	Potholes repaired	0	60	#
	Mowing	8.38	233.09	Acres
	Miles of streets swept	72	1,705.09	Miles
	Tons of leaves hauled	0	58.50	Tons
Trees	Dead/diseased trees removed	7	138	#
	Trees trimmed	4	664	#
	Stumps removed	7	157	#
Traffic	Street signs Installed/replaced	4,352	4,700	#
	Pavement markings repainted (City)	0	7,107	Linear feet
	Pavement markings repainted (contractor)	315,987	665,997	Linear feet
Refuse & Recycling	Refuse collected	134.37	3,877.06	Tons
	Recycling collected	37.23	1,203.916	Tons
	Large item pickups	3	76	#
Transit	Total passengers	1,208	44,253	#
	Revenue miles pick up/drop off	2,134	73,294	Miles
	Revenue hours pick up/drop off	211.30	7,062.90	Hours
Utility billing	Payments processed	1,239	40,787	#
	New bills mailed out	0	40,637	#
	Water services turned off (non-payment)	0	125	#
Water treatment plant	Average daily water demand	7.11	5.61	Million gallons/
	Peak daily water demand	7.81	7.81	day

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Wastewater treatment plant	Average daily flow treated	5.96	7.34	Million gallons/day
	Peak daily flow treated	6.08	17.21	
Water distribution and wastewater collection	Water main breaks repaired	0	10	#
	Water meters read	1,053	45,028	#
	Fire hydrants flushed	60	531	#
	Sewer mains cleaned	4,982	83,246	Linear feet
	After-hours call outs	0	74	#
Engineering	Site plans reviewed	0	74	#
	Floodplain permits issued	1	26	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	44	390	#
	Land disturbance permits issued	0	9	#
	Stormwater facility inspections	0	64	#
	Erosion and sediment control inspections	33	805	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	19	538	#
	Special events assistance	0	6	#
	Maintenance of pedestrian mall	31	820	Staff hours
Winchester Parking Authority	Work requests completed	0	141	#
	Special events - assistance provided	0	3	#
	Vandalism or property damage issues	0	10	#
	New monthly rentals	5	89	#
	Monthly rental cancellations	2	129	#
	Total monthly leases in all autoparks	+3	1,102	#
	Available monthly spaces in all autoparks	-3	310	#
	Hourly parkers (all four garages)	1,872	45,786	#
	Park-Mobile transactions	653	14,057	#
	Meter violations	247	3,523	#

## Parks & Recreation

- Attended a dedication ceremony recognizing the completion of Teen Miss East Coast Earth 2020 Olivia Escalante's service project revitalizing the entrance landscaping at Christianson Familyland and installing a blessing box by the playground.
- Continued reviewing contingency plans for the overall department and Divisions to determine what programming may be conducted while complying with Phase III criteria.
- Developed an outline for after-school care or full-day care based on information from WPS. When finalized, the plan will be sent to the City Manager for approval.



## Social Services

- Received 75 Benefit Program applications: 23 SNAP, 25 Medicaid, 6 TANF, 0 VIEW, 3 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 18 Home Energy Assistance Program
- Provided case management to: 1,671 Medicaid, 4,191 SNAP, 74 TANF, 19 Auxiliary Grant, 47 individuals receive VIEW services, 50 families/92 children receive Child Care Subsidy Assistance
- Other highlights:
  - Individuals with Benefits-related questions, documentation changes or application updates can contact WDSS using the new email address specifically for Benefits: [dssbenefits@winchesterva.gov](mailto:dssbenefits@winchesterva.gov).
  - Held internal meeting to review CSA-eligible youth who receive residential care and education and to optimize existing tracking systems for better fiscal management.
  - Services staff participated in a collaborative meeting regarding how to best serve children that have been born substance exposed and their families. Meeting included Frederick County Dept. of Social Services, Valley Health, Northwestern Community Services Board, Health Department, Healthy Families -NSV, and Infant Toddler Connection.
  - Services staff participated in "Compass Lifeline" training to increase skills regarding the child welfare mobile application. This week's "spotlight" was on Prevention Cases.
  - Services staff participated in the State Program Improvement Plan meeting where WDSS was recognized (among other agencies) for continuing to meet the State's goals.

Weekly Activity (3/9-3/22 aggregated data)	#
Clients walk-ins/drop-offs	0/46
Child Protective Service (CPS) referrals/case management load	8/44
CPS family assessments & investigations of alleged maltreatment	47
Placed "on notice" for foster care entry by JDRC	6
Children in/entered/exited foster care	53/0/0
Adoption subsidy cases/adoptions finalized	49/0
Benefit program fraud & overpayment referrals/investigations/recoupment claims	4/10/94
Family Service intakes	3
Family Services Prevention case management load	6
Adult Protective Service referrals/investigations/intakes	3/9/7
Adult services case management load	6
Adult guardianships/cases	1/80
Interstate Compact on the Placement of Children (ICPC) case management	1
Family Partnership Meetings	6



## Communications

- Distributed the July 22 CitE-News issue. [View](#)
- Handled 5 media requests for City information and staff interviews; 2 inquiries for WPD.
- Continued designing the FY21 Budget in Brief.
- Assisted Police Department with missing person research.
- Continued updating City facility listings on Google Maps.
- Continued updating the website and TV channel.
- Began creating a Customer Referral Guide for City services for staff to use.
- Discussed next week's podcast with potential guest: 2020 Census rep.
- Attended a webinar on the streaming service provided with the new TV channel equipment.
- Continued discussions regarding the fire station virtual field trip video idea. Other field trip ideas include Public Works and the Water Plant.
- Finalized the online services brochure (English & Spanish) for Social Services and Utilities.
- Launched a new online [citizen complaint and compliment form](#) for Fire and Rescue.

311 Requests Received	#
FOIA	9
New Recycling Bin	1
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	-
Stormwater Drainage Issue	-
Pothole	1
Street Light Out	-
Tall Grass	-
Graffiti	1
Vacant Building(s)	1
Total/YTD	13/322

Date	City of Winchester News Releases
7/22	Tourism Office receives WanderLove Recovery Grant for tourism marketing - <a href="#">read</a>
7/23	Downtown infrastructure project to resume on N. Loudoun Street - <a href="#">read</a>
Date	Articles in <i>The Winchester Star</i>
7/18	Guidelines, affordability clash at BAR meeting
7/21	Mental health, CTE top issues for Marie Imoh in her run for Winchester School Board
	Winchester School Board candidate Lincoln Jones concerned about absenteeism, graduation rate
	Cider garden may bloom on North Cameron
7/22	WPS adopts hybrid option to start school year
	WinTran receives \$3M CARES Act grant
	2nd community forum on policing, race relations set for Saturday

Date	Articles in <i>The Winchester Star</i>
	Letters to the editor: History will prove them wrong
7/23	Blessing box
	Planners want more info on proposed apartments
	Educators discuss ways to address racial inequities in Winchester schools

## Support Services

### Innovation & Information Services

- Completed prep work for migration of Social Services server.
- Completed configuration changes to address a new critical vulnerability on some servers.
- Completed Comcast site survey and fiber corrections.
- Reviewed Firewall logs and made policy adjustments as needed.
- Changed Personal Property instructions for billing and delinquent processing based on new processes in place.
- Updated 239 sewer clean out location in GIS based on Shentel data. Data was collected when they were running additional lines in the city. Updated schema for sewer cleanout location and made necessary adjustments to all web services.
- Updated Fire Call data processing script to account for better/more accurate geocode matches. Working to implement same methodology on EMS call script.
- Discussed how Fire and Rescue is currently utilizing GIS technology and what additional service GIS can provide.
- Completed financial controls reporting forms for City auditors.

Help Desk Requests	Count	Closed
Account Management	15	0
Accounts	0	20
Applications	0	2
Email	1	2
GIS	1	2
Hardware	17	21
Naviline	3	4
All Infrastructure	0	3
No Action Required	0	1
Not Assigned	6	0
Software	12	16
Total	60	72

